

DATE

TRANSMITTAL SLIP

28 Jun 83

TO:

Bernie

ROOM NO.

BUILDING

REMARKS:

Looks good. I've
made a few suggested
changes.

DATE CHG's

14 DEC 83 - 802

21 MAR 84 - 802

20 JUN 84 - 902

12 SEP 84 - 902

STAT

FROM

ROOM NO.

BUILDING

EXTENSION

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Schedule for Introduction to Micrographics Course

FROM

OIS Training

EXTENSION

NO.

DATE

20 June 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. [redacted]
OIS/RMD
Room 815 Ames

2.

C/RSB

3.

C/RMD

4.

5.

6.

7.

8.

9.

OIS T.O.

10.

11.

12.

13.

14.

15.

Bernie,

Please see attached the memo from [redacted] OTE, asking that we once again provide our schedule for Introduction to Micrographics for the OTE Catalog.

I have provided a copy of the schedule you gave me last Fall.

I have recently forwarded a copy of my training update to RMD. In that update I gave a brief description of the Micrographics Course, and asked for students. Hopefully, we will fill up the December running with no problems.

Please let me know if you need any help.

Please note that we must have our response in by 6 July 1983.

~~XXXXXX~~~~XXXXX~~

To: 9

The part "Designed For" has been revised, each person in OIS who requires Micrographics training has been included, with this change more personnel should attend the seminars.

Bernie

3 June 1983

MEMORANDUM FOR: OIS/TO

FROM: [REDACTED]

Chief, Training Support Division/OTE

SUBJECT: Office of Training and Education Schedule
of Courses: October 1983 - March 1984 (Firm);
April - September 1984 (Tentative)

1. The Office of Training and Education Schedule of Courses, listing firm course dates for October 1983 - March 1984 and tentative dates for April - September 1984, is scheduled for publication in August 1983. In order to meet this deadline, TSD needs Unit submissions by 6 July 1983.

2. Attached are forms and a calendar for use in planning your schedule. Please list courses alphabetically.

3. Questions may be referred to OTE/TSD, [REDACTED]
extension [REDACTED]

Attachments:
As Stated

OFFICE OF INFORMATION SERVICES

INTRODUCTION TO MICROGRAPHICS

DESCRIPTION

This one-day course provides basic information on microphotography and explores the use of this technology to improve paperwork systems. Specific blocks of instruction include: Image Techniques, Microfilm Formats, User Equipment, Indexing Techniques, Computer Output Microfilm (COM), Micropublishing/Microrepublishing, Quality Control and Preventative Maintenance, and Development and Implementation of Agency Applications.

When micrographics is properly integrated with records management systems, it can enhance information retrieval and, at the same time, reduce the Agency's paperwork burden.

DESIGNED FOR

This seminar is open to all, but it will be of particular interest to the following personnel: Microphotographers; Publication Officers; Records Administration Officers; Records Analysts and Assistants; System Analysts; Archives Clerks, Technicians, Archivists; Editorial Assistants and Editors; Cable Analysts; Intelligence Analysts; Intelligence Assistants; I.O. Classification Officers; Planning Officers; and potential users of microforms. This course will enable participants to determine whether micrographics would be effective for their organization.

ADMINISTRATIVE DATA

Conducted by OIS/RMD Micrographics Office
Length One day, full time
Frequency Four times per year
Place Chamber of Commerce
Class Size 13 Minimum; 35 Maximum
Grade Range Not applicable
Registration Deadline. Two weeks before class

SCHEDULE OF COURSES

FIRM DATES

OCTOBER 1983 - MARCH 1984

<u>TITLE OF COURSE</u>	<u>DATES OF COURSE</u>	<u>REGISTRATION DEADLINE</u>	<u>MINIMUM/MAXIMUM ENROLLMENT</u>	<u>ROOM PREFERRED</u>
INTRODUCTION TO MICROGRAPHICS " " "	7 DEC 1983 21 MARCH 1984	2 WEEKS BEFORE CLASS " " "	13 MIN. / 35 MAX " "	902 902

SCHEDULE OF COURSES

TENTATIVE DATES

APRIL - SEPTEMBER 1984

<u>TITLE OF COURSE</u>	<u>DATES OF COURSE</u>	<u>REGISTRATION DEADLINE</u>	<u>MINIMUM/MAXIMUM ENROLLMENT</u>	<u>ROOM PREFERRED</u>
INTRODUCTION TO MICROGRAPHICS	13 JUN 1984	2 WEEKS BEFORE CLASS	13 MIN. / 35 MAX	902
" " "	19 SEPT 1984	" " "	" "	902